

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 1023-3PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HUMAN RESOURCES

FOSTER CARE REVIEW BOARD

AGENCY		DIVISION
Item No.	Description	Retention
1	<u>Children's Folders</u> Contains DSS Case Plan (SSA 830) Local board members' notes (FCRB 108) Recommendation worksheet (FCRB 103) Interested Person Forms (FCRB 104) Internal Record of Review (FCRB 102) Other Correspondence & Documents	Retain in active files until child is 21 or dead. Thereafter, keep in FCRB closed files permanently.
2	<u>Master File (Automated)</u> One file with data on each child. One file with data on each review.	Retain permanently.
3	<u>Central Administrative Filing System (CAFS)</u> A - Foster Care Policy B - General Assembly Correspondence & Information C - FCRB State Board & Counties D - Local Department of Social Services Correspondence and Information E - Administrative Staff Correspondence F - Child Welfare Resources Information G - Administrative Files - DHR, General Services, etc. H - Local Boards Selection, Training, Correspondence I - Public Relations J - Other States' Review Boards K - Courts Correspondence & Information L - Child Welfare Policy & Theory M - Miscellaneous	Purge each 5 years except Item G destroy after 3 years.
4	<u>Interested Person Correspondence Record</u>	Shred after 6 months.
5	<u>Local Board Agendas & Completion Logs</u>	Retain permanently.
6	<u>Master Lists & Other Computer Printouts</u>	Destroy after 1 year.
7	<u>Cards (Paper System Replaced by Item 2)</u>	Retain permanently.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission5/27/85 Alice P. Williams Pedmon
Date Signature Title7/18/85 [Signature]
Date State Archivist